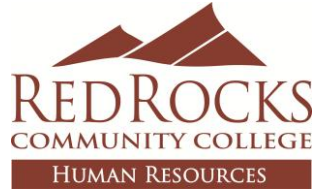


# Student Employment Position Announcement

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## The Children's Center Clerical Assistant Work Study

**Job Description:** Front desk position; first contact for visitors in person or by phone; must be comfortable with greeting people, have strong phone skills; be willing to answer questions about enrollment; schedule tours; filing; some grant paperwork; some time in classrooms with 18 months - 5 year olds.

**Job Requirements:** willing to work some mornings, some afternoons; strong phone skills, general filing; basic computer skills including Excel, Word; enjoy being with young children

*You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.*

**Skills you will gain/enhance:** You will gain skills that will assist you in being an effective parent should you chose to; adaptability and flexibility.

### **Job Payment Information:**

**Wage:** \$8.25-9.00 per hour

**Paid:** Bi-weekly (Fridays)

### **How to Apply:**

1. Go to the Human Resources Office or the Financial Aid Office to procure a Student Employee Referral Form.
2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Contact [Sue Barnett at [sue.barnett@rrcc.edu](mailto:sue.barnett@rrcc.edu); phone 303.914.6328 to discuss the advertised position.

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*Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.*

*RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228, 303-914-6298.*

*[Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)*